Access Acceptance/Review Folder

Introduction   The Access Acceptance/Review Folder will be accessed to perform the first step of the dual step processing. In this step, the documents are reviewed, accepted, and then routed to the Process Document Folder for further processing.

This folder is also, where Receiving Reports will flow once they have been recalled.

Documents contain examples of invoices and receiving reports that have been submitted, inspected, accepted, or certified by previous workflow users and awaiting Payment Office action.

You can do both accept and process in this folder

Procedure   Follow the steps below to Access Acceptance/ Review folder

Step	Action
1	After Logon, click on the Government link at the top of the screen. **Wide Area Workflow 5.0.0** User Administration Console Government Property Transfer Documentation Lookup Logout
2	Select **Pay Official** > **Acceptance/Review Folder** from the drop-down menu. **Pay Official** Acceptance / Review Folder Process Documents Folder History Folder by DoDAAC History Folder by User Discount Folder Hold Folder Suspended Transactions Folder Result: The search screen is displayed.
3	Select the Pay Office DoDAAC in the drop down box. **DoDAAC *** Select Location Code **Contract Number** *NOTE: : The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), more fields will narrow the search result* *For detail information on using the search screen refer to "Using the search criteria screen" section of the guide.*

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Procedure (continued)   The steps below are continued from the previous page.

Step	Action
4	Click **Submit**. [Submit] [Help] Result: The Pay Official Acceptance/Review Folder screen is displayed.
5	Below is an example of the document search results. The information on the top of the screen displays the number of items in the folder and the current column used for sorting. - Clicking on the contract number hyperlink will result in the contract being displayed from EDA if it's in EDA. - Clicking on the invoice number hyperlink will result in the invoice being displayed. - Clicking on the shipment number hyperlink will result in the receiving report being displayed. *Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)* *For detail information on column headings refer to "Column Heading" section of the guide.*
6	Depending on what document you are reviewing will depend on what check box are available. Below are steps of all action that can be taken. | If	Then
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you are reviewing a Invoice type of document	go to steps 7 thru 10
you are reviewing a receiving report	go to steps 11 thru 14	

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Procedure (continued)   The steps below are continued from the previous page.

Step	Action
7	Click on one of the Invoice number. | Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
---	---	---	---	---	---	---
NET8888	2007-01-18	2007-01-18	Accepted		H	$759,924.00
SUE0008	2009-10-14	2009-10-14	Submitted		H	$3,443.00
SUE0089	2009-10-08	2009-10-08	Submitted		H	$2.00
0839	2010-01-15	2010-01-15	Submitted		H	$1,000.00
FU44178108W3001	2008-04-17	2008-04-17	Certified		H	$144.00
CLS0016	2010-08-18	2010-08-18	Accepted		H	$13,689.00
JERY041	2010-08-16	2010-08-16	Submitted		H	$30,000.00
JERY042	2010-08-16	2010-08-16	Submitted		H	$3,000.00
TEST990	2010-08-20	2010-08-20	Submitted		H	$200.00	 Result: The Invoice screen is displayed
8	Review information by selecting desired tabs. **Pay Official - Invoice** Header / Line Item / Addresses / Misc. Info / Preview Document 	Contract Number	Delivery Order	Issue Date	Supplies or Services
---	---	---	---
DAAB0898DB608	0001		SPL | | Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
---	---	---	---
SUE0089	2009/10/08	Y	2009/10/08	 	Summary of Detail Level Information	Total
---	---
1 CLIN/SLIN(s)	$ 2.00
0 Miscellaneous Amount(s)	$ 0.00
Document Total:	$ 2.00	 	Shipment Number	Shipment Date	Final Shipment
---	---	---
SUE0089	2009/10/08	N	 *Note: For detail information on the tab refer to the "Description of WAWF tabs" section of the guide.*

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Procedure (continued)   The steps below are continued from the previous page.

Step	Action
9	After reviewing the document return to the Header tab scroll down and take 1 of the following actions below.

If	Then
the document belongs to your entitlement office; **Single step accepting**	click "Document Accepted". ACTION BY: F03000 * ☑ Document Accepted ☐ Document Processed ☐ Document Rejected ☐ Document Suspended
the document is correct (contract number, quantity, clin etc.) **Dual step in one, accepting and processing**	enter the information into the entitlement system, click "Document Processed". ACTION BY: F03000 * ☑ Document Accepted ☑ Document Processed ☐ Document Rejected ☐ Document Suspended
the information on the document is incorrect **Rejecting**	on the "Misc Info" tab, add clear and concise comments on the reason(s) for rejecting the document Attachments: Add Attachments Comments: Clear and concise comments on rejection reason. return to "Header" tab click "Document Rejected" ACTION BY: F03000 * ☐ Document Accepted ☐ Document Processed ☑ Document Rejected ☐ Document Suspended
10	Click **Submit**. [Submit] [Previous] [Help] *Note: Receive message action was taken successfully*

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Procedure
(continued)

The steps below are continued from the previous page.

Step	Action
11	Click on Shipment Number link. 	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold
---	---	---	---	---	---	---
NET8888	2007-01-18	2007-01-18	2010-07-23	Accepted		H
FU44178108W3001	2008-04-17	2008-04-17	2008-04-17	Certified		H
CLS0016	2010-08-18			Accepted		H
NAM4013A	2006-03-30	2006-03-01	2006-03-31	Accepted		H	 Result: The Receiving Report screen is displayed
12	Review information by selecting desired tabs. **Pay Official - Receiving Report** Header	Line Item	UID	ACRNs	Addresses	Misc. Info	Preview Document | Contract Number	Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point
---	---	---	---	---	---
N0024401P1277			2006/01/01	D	D	 	Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
---	---	---	---	---	---
NAM4013A	2006/03/01	N		⦿	○	 	Invoice Number	Invoice Date	Final Invoice
---	---	---
NAM4013A	2006/03/30	N	 	TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code	FOB
---	---	---	---	---
				S	 	Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type
---	---	---	---
1				 	Secondary Transportation Tracking Number	Tracking Type	Tracking Description
---	---	---
			  	Summary of Detail Level Information	Total ($)
1 CLIN/SLIN(s)	50.00 | *Note: For detail information on the tab refer to the "Description of WAWF tabs" section of the guide.*

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Procedure (continued)   The steps below are continued from the previous page.

Step	Action
13	After reviewing the document return to the Header tab scroll down and take 1 of the following actions below.

If	Then
the document belongs to your entitlement office; **Single step accepting**	click "Document Reviewed". ACTION BY: F03000 * ☑ Document Reviewed ☐ Document Processed ☐ Document Suspended ☐ Document Available For Recall
the document is correct (contract number, quantity, clin etc.) **Dual step in one, accepting and processing**	enter the information into the entitlement system, and click "Document Processed". ACTION BY: F03000 * ☑ Document Reviewed ☑ Document Processed ☐ Document Suspended ☐ Document Available For Recall
the information on the document is incorrect **Rejecting**	on the MISC Info tab add clear and concise comments as to why the document is being rejected Attachments: Add Attachments Comments: Clear and concise comments on rejection reason. return to Header tab click "Document Available for Recall" ACTION BY: F03000 * ☐ Document Reviewed ☐ Document Processed ☐ Document Suspended ☑ Document Available For Recall

Step	Action
14	Click **Submit**. [Submit] [Previous] [Help] *Note: Receive message action was taken successfully*